

2025 RELEASE UNDER E.O. 14176

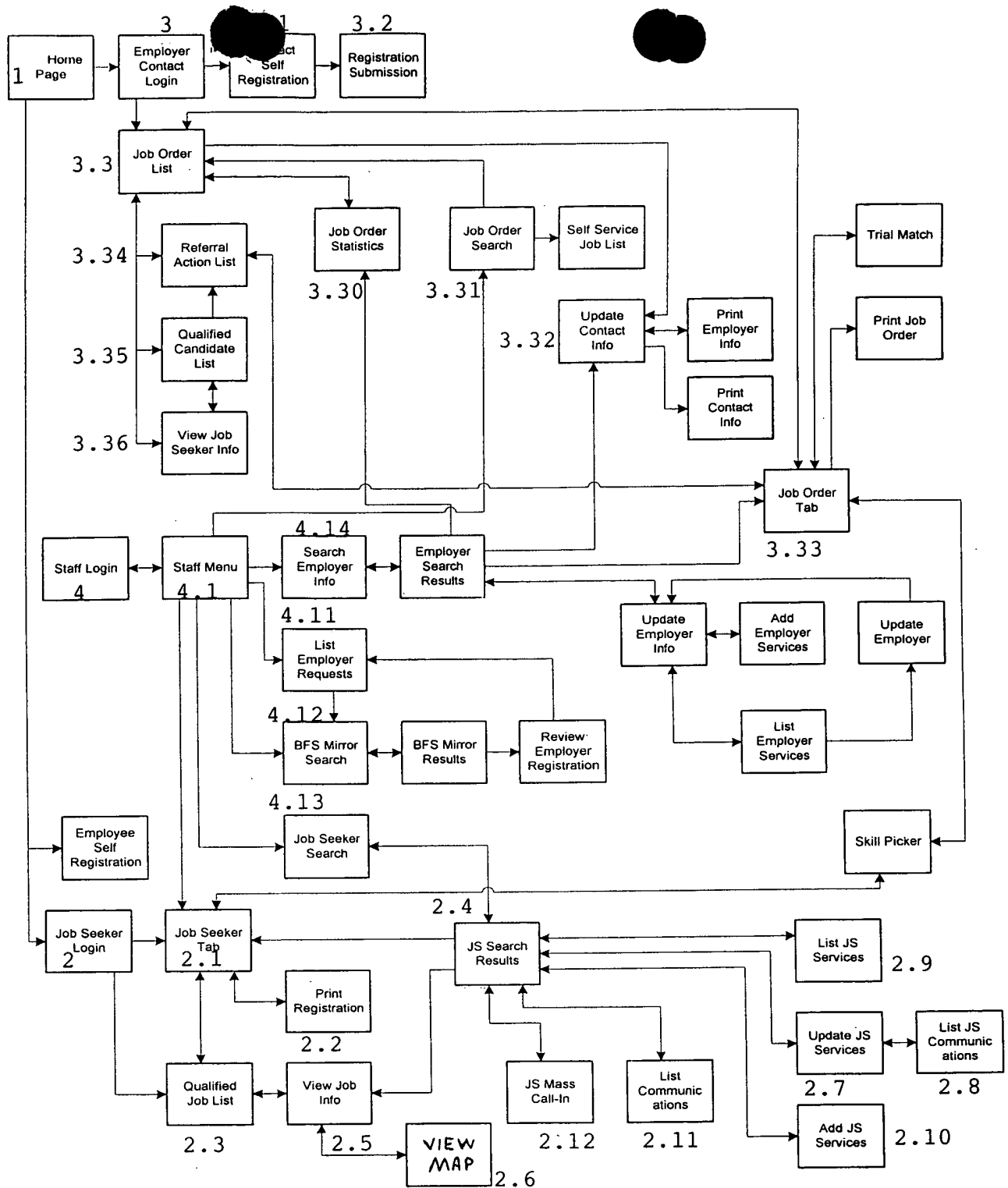


FIGURE 1

Illinois Skills Match
WORKFORCE DEVELOPMENT SYSTEM[\[Logout\]](#) [\[Find Local Office\]](#) [\[Help\]](#)[\[Preview Registration\]](#)[\[Cancel\]](#) [\[Save Match Me to Jobs\]](#) [\[Save Don't Match Me to Jobs\]](#)[General Info](#) [Work History](#) [Education](#) [Skills Profile](#)**Contact Information**Current Status: **New**

Please fill in all required fields denoted by either an asterisk (*) or a puzzle piece icon.

* Last Name:
* First Name:
Email:
* Address 1:
Address 2:
* City:
* State:
* County:
Home Phone:
Work Phone:
Fax Number:

Middle Initial:

* ZIP Code:
* Country:
Work Extension:

* May Employers contact you directly? ☐ Yes ☒ No (Choose "Yes" to show them your contact information)**Confidential Information**

* Mother's Maiden Name:
* SSN:
* Password:
* Confirm Password:
(Password must be 5 to 15 characters long.)

Other Information

What is the highest level of Education you have completed?
* Can you legally work in the United States? ☒ Yes ☐ No
Are you willing to work for temporary agencies? ☒ Yes ☐ No

Veteran Information

If you are a Veteran or the spouse of a Veteran, click here to enter your Veteran Information

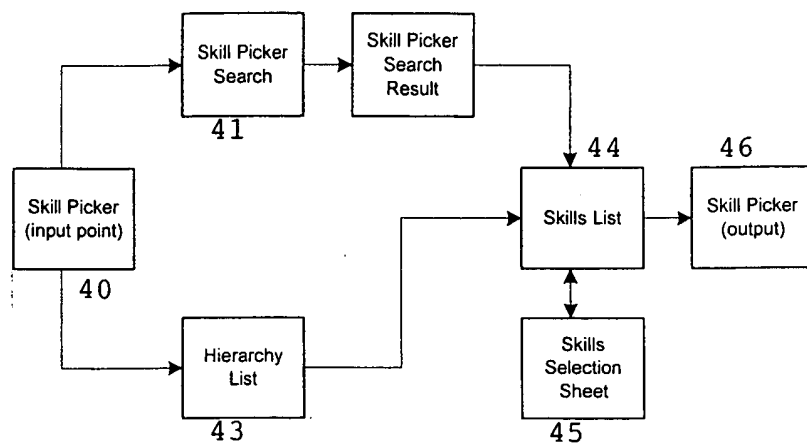


FIGURE 3

404201050100

Incomplete registrations cannot be processed. Required fields are marked with an asterisk ().*

Please fill out your Company Information

* Company Name:
FEIN:
UI Acct Number:
Company Type:

Please fill out your Contact Information

Salutation:
* First Name: MI: * Last Name:
Suffix:
* Email:
* Address 1:
Address 2:
* City:
* State:
* County:
* Phone:
Fax:
Department:
Job Title:
* Password: (Password must be 5 to 15 characters long.)
* Confirm: (Please re-type your password exactly as you entered it above.)

Submit

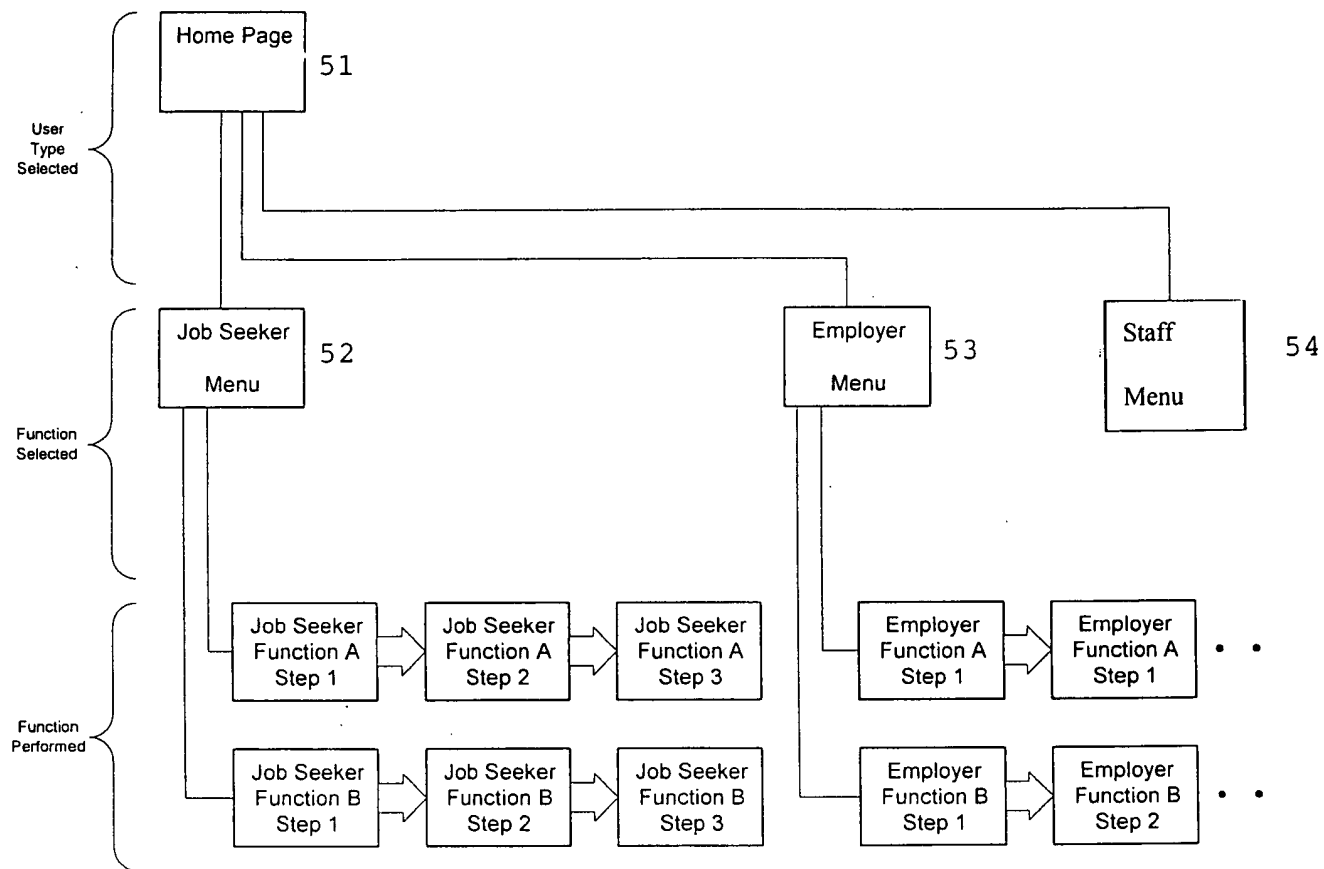


FIGURE 5

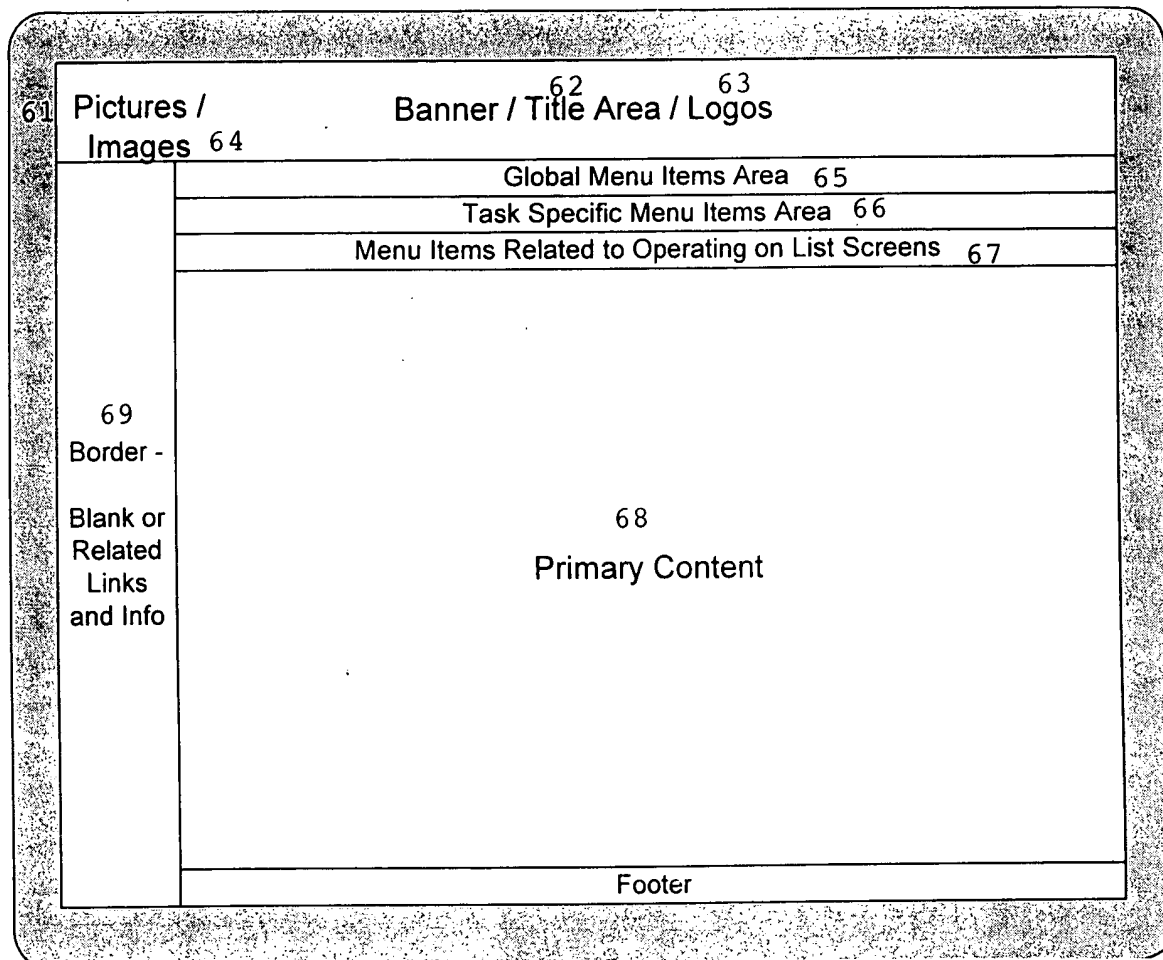


FIGURE 6

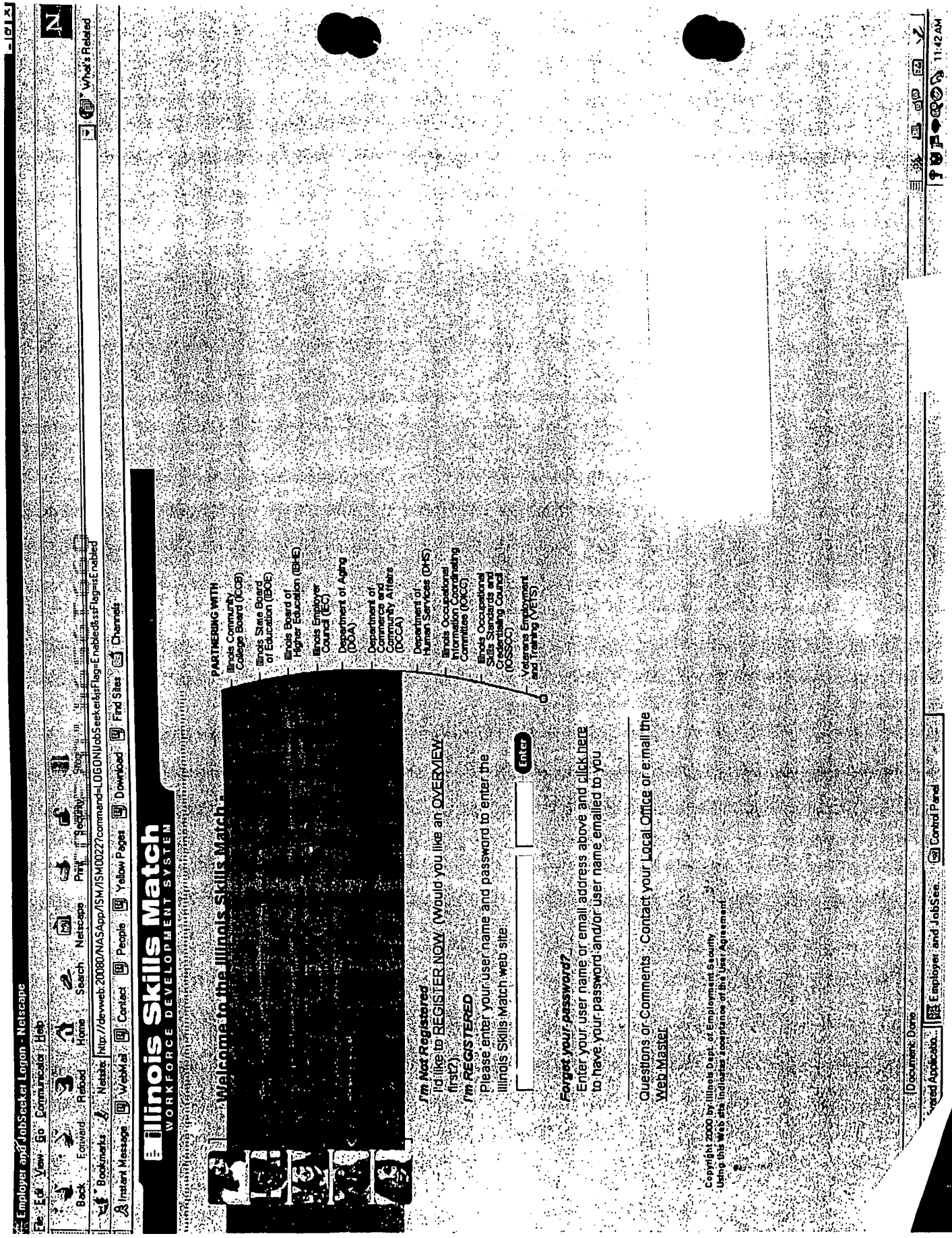


FIGURE 8

FIGURE 9

Veterans Employment

Staff Menu

System Administration Functions

- [List Employer Registration Requests](#)
- [Add Employer Contact](#)
- [Search BFS Employers](#)
- [Search ISM Employers](#)
- [Search ISM Users](#)
- [Add ISM User](#)

Staff Functions for Servicing Employers

- [Search Job Orders](#)

Staff Functions for Servicing Job Seekers

- [Search Job Seekers](#)

Other Staff Functions

- [Print Skill Selection Sheet for a Job Seeker](#)
- [Change Password](#)
- [Edit Logon Message](#)
- [Find Skills](#)
- [Add Skills](#)
- [Search Hierarchy](#)
- [Display Hierarchy List](#)
- [Add Hierarchy Item](#)
- [Search Employer Contacts](#)
- [Register New Job Seeker](#)
- [Print Skill Selection Sheet for an Employer Contact](#)



Matching/Required - Used in Matching Job Seekers and Job Orders
* Required - This information must be entered



Confidential - This information is kept secure and confidential
Help Book - Provides field level help

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Illinois Skills Match
WORKFORCE DEVELOPMENT SYSTEM[\[Logout\]](#) [\[Home\]](#) [\[Find Local Office\]](#) [\[Help\]](#)**Search Job Seekers**

Please enter your search criteria in one or more of the search fields, then click on the **Search** button above. The resulting Job Seeker List matching your search criteria will then be displayed. All fields that have a (*) next to them allow multiple entries separated by a comma (e.g. 13, 14, 15).

SSN# (ex. 111-11-1111)
Last Name:
Gender:
City:
State:
Phone: (ex. (312)555-5555)
Last Updated By:
Case Manager:
Vet Status:
Office:
Partner:
Special Program:
Has not received: since (ex. 12/31/1999)
Registration Range: to (ex. 12/31/1999)

[Return To Top](#)[\[Search\]](#)

☐ Matching/Required - Used in Matching Job Seekers and Job Orders

☐ Required - This information must be entered

☐ Confidential - This information is kept secure and confidential

☐ Help Book - Provides field level help

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Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

[Home](#) | [End Local Office](#) | [Help](#)
[Recruitment Action List](#) | [Job Order List](#) | [Return to Job Order](#)
[Refresh](#) | [Next Page](#) | [Select All](#) | [Refer Selected Candidates](#)

Qualified Candidate List

Page 1 of 4

98 qualified candidates found

Id	Nice Skills	Date Viewed	Date Matched	Rank
156378	0	07/06/2000	06/15/2000	3
12307	0	06/16/2000	06/15/2000	4
164052	0	06/16/2000	06/15/2000	4
4106	0	06/16/2000	06/15/2000	
98187	0	06/16/2000	06/15/2000	
121199	0	06/16/2000	06/15/2000	
82116	0	06/16/2000	06/15/2000	
118549	0	06/16/2000	06/15/2000	
14285	0	06/16/2000	06/15/2000	
99622	0	06/16/2000	06/15/2000	
92644	0	06/16/2000	06/15/2000	
114861	0	06/16/2000	06/15/2000	
118552	0	06/16/2000	06/15/2000	
101135	0	06/16/2000	06/15/2000	
162069	0	06/16/2000	06/15/2000	
35725	0	06/16/2000	06/15/2000	
138349	0	06/16/2000	06/15/2000	
40245	0	06/16/2000	06/15/2000	
3286	0	06/16/2000	06/15/2000	
132325	0	06/16/2000	06/15/2000	
96567	0	06/16/2000	06/15/2000	
164146	0	06/16/2000	06/15/2000	
74084	0	06/16/2000	06/15/2000	
101101	0	06/16/2000	06/15/2000	
14178	0	07/06/2000	06/15/2000	

[\(Refresh\)](#) | [Next Page](#) | [Select All](#) | [Refer Selected Candidates](#)

Matching Required - Used in Matching Job Seekers and Job Orders
 Required - This information must be entered

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Document Done

Novel-delivered Application

Staff Home - Netscape

Qualified Candidates

Control Panel

FIGURE 12

View/Process Qualified Candidate - Netscape

Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

Logout

Home

Find Local Office

Help

Return To Qualified Candidate List

Previous Candidate

Next Candidate

Update Successful

Job Seeker ID: 118549

Job Order ID: 3000208

Contact Information

Name:

Stephe Daniels

Address:

1807 W North Ave

City, State, Zip:

Chgo, IL 60622

County:

COOK

Telephone:

(773) 722-0377

EMAIL:

Skills

Auditors

Inspect cash on hand notes receivable and payable negotiable securities and canceled checks:

Less than 1 year

Bakers

Read and follow recipes:

More than 5 years

Bartenders

Check identification:

More than 5 years

Draw draft beer or ale:

More than 5 years

Mix alcoholic or non-alcoholic drinks:

More than 5 years

Order liquors:

1 - 3 years

Take food or beverage orders:

Less than 1 year

Cooks, Short Order

Serve meals, snacks, desserts, or beverages:

1 - 3 years

Flight Attendants

Greet or assist visitors, guests, or customers:

1 - 3 years

Food Service Managers

Purchase, order or requisition materials, supplies or equipment:

Less than 1 year

Helpers--Production Workers

Count items:

Less than 1 year

Private Detectives and Investigators

Count money in cash drawer:

Less than 1 year

Standard Work Skills

Class and driver license - any, single, vehicle unit and including 16 non nwr except 1 nwr m:

Yes

Start

Novel-delivered Applicatio...

Staff Home - Netscape

View/Process Quali...

Control Panel

Document Done

10:38 AM

FIGURE 13

Employer and Job Seeker Login - Netscape

File Edit View Go Communicate Help

Back Forward Reload Home Search Netscape Print Security Status

Bookmarks / Netstate http://devweb.20080/NASApp/SM/ISH0022?command=LOGONJobSeekerFlag=Enabled&sfFlag=Enabled

Instant Message WebMail Contact People Yellow Pages Download Find Sites Channels

Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

Welcome to the Illinois Skills Match

I'm Not Registered
I'd like to REGISTER NOW. (Would you like an OVERVIEW first?)

I'm REGISTERED
Please enter your user name and password to enter the Illinois Skills Match web site.

Forget your password?
Enter your user name or email address above and click here to have your password and/or user name emailed to you.

Questions or Comments: Contact your Local Office or e-mail the Web Master

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PARTNERING WITH

- Illinois Community College Board (ICCB)
- Illinois State Board of Education (ISBE)
- Illinois Board of Higher Education (IBHE)
- Illinois Employer Council (IEC)
- Department of Aging (DOA)
- Department of Commerce and Community Affairs (DCCA)
- Department of Human Services (DHS)
- Illinois Occupational Information Coordinating Committee (IOICC)
- Illinois Occupational Skills Standards and Training Council (IOSSC)
- Veterans Employment and Training (VETS)

Document Done
Employer and Job Seeker

9:00 PM 11:42 AM

FIGURE 14

Illinois Skills Match
WORKFORCE DEVELOPMENT SYSTEM[Logout](#) [Find Local Office](#) [Help](#)[Preview Registration](#)[Cancel](#) [Save Match Me to Jobs](#) [Save Don't Match Me to Jobs](#)

General Info

[Work History](#)[Education](#)[Skills Profile](#)

Please fill in all required fields denoted by either an asterisk (*) or a puzzle ().

Current Status: **New****Contact Information**

* Last Name:

Smith

* First Name:

Sue

Email:

* Address 1:

1234 Main

Address 2:

* City:

Chicago

* State:

Illinois

* County:

COOK

Home Phone:

773-1234567

Work Phone:

Fax Number:

Middle Initial:

* ZIP Code:

60613

* Country:

USA

Work Extension:

* May Employers contact you directly? ☒ Yes ☐ No (Choose "Yes" to show them your contact information)**Confidential Information**

* SSN:

Main

* Mother's Maiden Name:

* Password:

* Confirm Password:

(Password must be 5 to 15 characters long.)

Other InformationWhat is the highest level of Education you have completed? ☒ High School Diploma or GED* Can you legally work in the United States? ☒ Yes ☐ NoAre you willing to work for temporary agencies? ☒ Yes ☐ No**Veteran Information**

If you are a Veteran or the spouse of a Veteran, click here to enter your Veteran Information

[Document Done](#)[New or Deferred Application](#)[Illinois Skills Match Home](#)[Contact Panel](#)[ISM Job Seeker Home](#)

Veteran Information

If you are a Veteran or the spouse of a Veteran, click here to enter your Veteran Information

Other Confidential Information

NOTE: This information is used for Internal Statistical Reporting and User Identification purposes ONLY and WILL NOT be viewed by an Employer.

- ☐ In School? ☐ Yes ☐ No
- ☐ Employed? ☐ Yes ☐ No
- ☐ Seasonal/ Migrant Worker? ☐ Yes ☐ No

☐ Race/Ethnicity:

☐ Gender:

☐ Birth Date: (Enter as MMDDYYYY)

☐ Do you have a disability as defined in section 504 of the 1973 Rehabilitation Act or the Americans with Disabilities Act of 1990? ☐ Yes ☐ No

[Continue](#)
[Return to Top](#)

- ☐ Matching/Required - Used in Matching Job Seekers and Job Orders
- ☐ Required - This information must be entered

- ☐ Confidential - This information is kept secure and confidential
- ☐ Help Book - Provides field level help

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FIGURE 15 Continued

Illinois Skills Match
WORKFORCE DEVELOPMENT SYSTEM[\[Logoff\]](#) [\[Home\]](#) [\[Find Local Office\]](#) [\[Help\]](#)
[\[Continue\]](#) [\[Cancel\]](#)

Incomplete registrations will not be processed. Please fill in all required fields denoted by an asterisk (*).

Veteran Information

* In which branch of the Armed Forces have you most recently served?

* Dates of Service: to
(enter as mm/dd/yyyy)

Have you served on active duty in the U.S. Armed Forces for more than 180 days NOT including training for the National Guard or Reserves? ☐ Yes ☒ No

Do you have a service connected disability, or were you discharged/released because of a service connected disability? ☐ Yes ☒ No

If yes, what % is your disability currently rated?
☐ Yes ☒ No

Do any of the conditions listed below apply?

- ☐ You are the spouse of a veteran killed in the line of duty.
- ☐ You are the spouse of a 100% disabled veteran.
- ☐ You are the spouse of any person who died of a service-connected disability.
- ☐ You are the spouse of any member of the Armed Forces serving on active duty who has been listed in one or more of the following categories for a total of more than ninety days:

- ☐ Missing in action
- ☐ Captured in the line of duty by a hostile force
- ☐ Forcibly detained or interned in the line of duty by a foreign government or power

- ☐ You are the spouse of any person who has a total disability permanent in nature resulting from a service connected disability or the spouse of a veteran who died while a disability so evaluated was in existence.

Was your military discharge **dishonorable** ?

☐ Yes ☒ No

If you would like more information or want to get in contact with an IDES Veteran's employment representative, please call your local IETC office.

Military Operations Since 1937 For Which a Campaign or Expeditionary Medal Has Been Awarded Or Operations Occurring During a Declared War

- | | |
|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| <input type="checkbox"/> SW Asia Service Medal (Desert Shield/Storm)
(08/02/1990 - 01/02/1992) | <input type="checkbox"/> Vietnam Service Medal (VCM)
(07/04/1965 - 03/28/1973) |
| <input type="checkbox"/> Cambodia
(03/29/1973 - 08/15/1973) | <input type="checkbox"/> Cambodia Evacuation (Eagle Pull)
(04/11/1975 - 04/13/1975) |
| <input type="checkbox"/> Dominican Republic
(04/28/1965 - 09/21/1966) | <input type="checkbox"/> El Salvador
(01/01/1981 - 02/01/1992) |
| <input type="checkbox"/> Grenada (Urgent Fury)
(10/23/1983 - 11/21/1983) | <input type="checkbox"/> Haiti (Uphold Democracy)
(09/16/1994 - 03/31/1995) |

[\[Document Done\]](#)[\[Start\]](#) [\[Novel-delivered Application...\]](#)[\[Control Panel\]](#)[\[Veteran Information P...\]](#)[\[9:05:00 AM\]](#) [\[11:48 AM\]](#)

ISM Job Seeker Home Page - Netscape

Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

(Logoff) (Find Local Office) (Help)

(Preview Registration)

(Cancel) (Save Match Me to Jobs) (Save Don't Match Me to Jobs)

General Info

Work Pref

Work History

Education

Skills Profile

Please fill in all required fields denoted by either an asterisk (*) or a puzzle (?).

Transportation Information

I am willing to travel within 31-40 miles of the 60613 zip code.

Work Information (check all boxes that apply)

☐ What kind of work are you seeking?

☒ On-Going

☐ What type of work are you seeking?

☒ Full Time

☐ What shifts are you available to work?

☒ Days

☐ Rotating

☐ Split

☐ Temporary

☐ Part Time

☐ Evenings

☐ Nights

☒ Do not match me to jobs that pay less than: Per Hour

Continue

Return To Top

☐ Matching/Required - Used in Matching Job Seekers and Job Orders

☒ Required - This information must be entered

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Help Book - Provides field level help

Document Date

Illinois Skills Match Home ...

Contd Panel

ISM Job Seeker Hom

11:50 AM

FIGURE 17

Illinois Skills Match
WORKFORCE DEVELOPMENT SYSTEM[Logout](#) [Find Local Office](#) [Help](#)[\[Preview Registration\]](#)[\[Cancel\]](#) [\[Save Match Me to Jobs\]](#) [\[Save Don't Match Me to Jobs\]](#)[General Information](#) [Work Preferences](#) [Work History](#) [Education](#) [Skills Profile](#)

Please fill in all required fields denoted by either an asterisk (*) or a puzzle ().

Work History
(Please enter most recent first)

Employer:	
Job Title:	
From Date:	
To Date:	
City:	
State:	
Country:	

☐ Suppress Employer's Name

Employer:	
Job Title:	
From Date:	
To Date:	
City:	
State:	
Country:	

Employer:	
Job Title:	
From Date:	
To Date:	
City:	

Start [Document Done](#) | [Illinois Skills Match Home](#) | [Control Panel](#) | [ISM Job Seeker Home](#) | 11:50 AM |

ISM Job Seeker Home Page - Netscape

Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

LogoffFind Local OfficeHelp

Preview Registration

CancelSave Match Me to JobsSave Don't Match Me to Jobs

General InfoWork PreferencesWork HistoryEducationSkills Profile

Education

(Please enter most recent first)

Number of Years Attended:

School:

Degree:

Major:

Minor:

City:

State:

InsertDelete

Number of Years Attended:

School:

Degree:

Major:

Minor:

City:

State:

InsertDelete

Number of Years Attended:

School:

Degree:

Major:

Minor:

City:

State:

InsertDelete

Document Done

Novel delivered Application

ISM Job Seeker Home

Control Panel

ISM Skills Match Home

11:51 AM

FIGURE 19

Office and Administrative Support Occupations


Office and Administrative Support Occupations



If you would like to look at a more detailed breakdown for this skill tree group, click on the hyperlinks provided at the bottom of the page to see more detailed groups.

- [Adjusters, Investigators, and Collectors](#)
- [Communications Equipment Operators](#)
- [Financial Clerks](#)
- [Information and Record Clerks](#)
- [Keyboard Entry Workers](#)

- [Material Recording, Scheduling, Dispatching, and Distributing Workers](#)
- [Other Office and Administrative Support Workers](#)
- [Secretaries and Administrative Assistants](#)
- [Supervisors, Office and Administrative Support Workers](#)

[Go To Top](#)

 **Matching/Required** - Used in Matching Job Seekers and Job Orders
* **Required** - This information must be entered

 **Confidential** - This information is kept secure and confidential
 **Help Book** - Provides field level help

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FIGURE 20

List Hierarchy and Skills - Netscape

Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

[Find Local Office] [Help]

[Top Level] [Up One Level] [Search Skills] [Skills Profile] [Print]

Administrative Assistants

Provide administrative support aiding executive in staff capacity by coordinating office services such as personnel, budget preparation, record control etc.

Office and Administrative Support Occupations >> Secretaries and Administrative Assistants >> Administrative Assistants

Please select the appropriate experience level for each skill below. If a skill does not apply leave the value as 'None'. You may also use the 'Set Skills' button to set every skill on the page to the value shown.

Years of Experience

Set All Skills To A Specific Level: [None]

Select Appropriate Skill Levels

	None	Training Only	Less than 1 year	1 - 3 years	3 - 5 years	More than 5 years
Advise or direct budget preparation	C	C	C	C	C	C
Analyze or resolve operational problems	C	C	C	C	C	C
Assign or prepare work schedules, duties, tasks, or responsibilities	C	C	C	C	C	C
Compile or maintain records	C	C	C	C	C	C
Explain basic office procedures and equipment	C	C	C	C	C	C
Maintain a filing system	C	C	C	C	C	C
Plan and coordinate conferences or events	C	C	C	C	C	C
Read and answer correspondence	C	C	C	C	C	C
Recommend measures to improve efficiency	C	C	C	C	C	C
Supervise or coordinate personnel	C	C	C	C	C	C
Use AS-400	C	C	C	C	C	C
Use database software	C	C	C	C	C	C
Use Excel software	C	C	C	C	C	C
Use Lotus 123 software	C	C	C	C	C	C
Use Microsoft Access	C	C	C	C	C	C
Use Microsoft Office software	C	C	C	C	C	C
Use OS/2	C	C	C	C	C	C
Use Paradox software	C	C	C	C	C	C
Use Quark software	C	C	C	C	C	C
Use Quattro Pro software	C	C	C	C	C	C
Use Quicken software	C	C	C	C	C	C
Use spreadsheet PC software	C	C	C	C	C	C
Use Windows 3.1	C	C	C	C	C	C
Use Windows 95	C	C	C	C	C	C
Use Windows 98	C	C	C	C	C	C
Use WordPerfect 6.0	C	C	C	C	C	C
Use WordPerfect 6.1	C	C	C	C	C	C
Use WordPerfect 7.0	C	C	C	C	C	C

Set Skills

FIGURE 21

Incomplete registrations cannot be processed. Required fields are marked with an asterisk (*).

Please fill out your Company Information

* Company Name:
 FEIN:
 UI Acct Number:
 Company Type: Private Sector

Please fill out your Contact Information

Salutation: * First Name: MI: * Last Name:
 Suffix:
 * Email:
 * Address 1:
 Address 2:
 * City:
 * State: Illinois
 * County:
 * Phone:
 Fax:
 Department:
 Job Title:
 * Password: (Password must be 5 to 15 characters long.)
 * Confirm: (Please re-type your password exactly as you entered it above.)

(You must have an Email address to use the system. Email accounts are generally available for free on the Internet. Employers without Email accounts must contact their Local IETC Office.)

Submit

Job Order - Netscape

Job Info

Worksheet Info

Contact Info

Skills Profile

Cancel

Save

Print Match

Employer: Jobs R' Us

Job Order ID:

Status: Worksheet

Job Information

* Job Title?

Description and Duties:
(Optional, up to 255 characters)

Tracking Identifier?

Num. of Openings? 1

* Hours Per Week? 36-40

Duration of Work? On-Going

Shifts Available? ☒ Days ☐ Afternoons ☐ Nights ☐ Rotating ☐ Split

Type of Work? ☒ Minimum Level of Education Required? High School Diploma or GED

(Use this to help track Job Orders if you use another HR Tracking System.)

Salary Information

* Salary Range Job Seekers will view:

Match Job Seekers who will work for less than:

Per Hour

Benefits Offered for Position

(The benefits selected below will be displayed to the Job Seeker. They are solely informational and are not a component of the match.)

☐ Dental

☐ Life

☐ Medical

☐ Pension

☐ Profit Sharing

☐ Dependent Care

☐ Long Term Disability

☐ Paid Vacation

☐ Pet Care

☐ Short Term Disability

Additional Job Information

(You may enter additional benefits offered or any marketing publicity about your company.)

Job Posting Status

Put this Job Order on Hold Until:

Permanently 'Close' this Job Order Now:

* Date this Job Order should be Closed?

(MM/DD/YYYY)

(Once the Job Order is 'Closed', it CANNOT be reopened.)

(MM/DD/YYYY)

Document Done

Novel delivered Application...

Staff Home - Netscape

Job Order - Netscape

Control Panel

Continue

11:23 AM

FIGURE 24

Job Order - Netscape

Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

[Logout] [Home] [Find Local Office] [Help]

[Job Order List] [Search Job Orders] [Preview Job Order]

[Cancel] [Save] [Trial Match]

Job Info

Workfile Info

Contact Info

Skill Profile

Job Order ID

Status: Worksheet

Employer: Jobs 'R' Us

If a Job Seeker is interested in this Job Order, what would you like them to see?

☐ 1) Show the Job Seeker my Contact Information

(checked information will be shown to the Job Seeker)

☐ Tara Johansen

☐ Jobs 'R' Us

☐ 7518 W 98th st, Bridgeview, IL 60605

☐ Phone: (708)233-9100

☐ Email: tjohansen@arac.com

☐ 2) Show the Job Seeker these Special Contact Instructions

☐ 3) Don't show my Contact Information, have Illinois Skills Match notify me of interested Job Seekers

If you are interested in a Job Seeker, what would you like the system to send them?

☐ 1) Send the Job Seeker the following information

(checked information will be sent to the Job Seeker)

☐ Tara Johansen

☐ Jobs 'R' Us

☐ 7518 W 98th st, Bridgeview, IL 60605

☐ Phone: (708)233-9100

☐ Email: tjohansen@arac.com

☐ 2) Send these Special Instructions

After I post my Job Order:

☐ notify me daily of new matching Job Seekers.

☐ send me the resumes of Job Seekers who have indicated interest in this Job Order

Document Data

Start

Novel delivered Application

Staff Home - Netscape

Job Order - Netscape

Control Panel

11:25 AM

FIGURE 26

Administrative Assistants

... budget preparation, record control etc.

Call Center & Administration Support Occupations >> Secretaries and Administrative Assistants >> Administrative Assistants

Once you have completed the questionnaire, please click on the 'Set Skills' button to set every skill on the page to the value shown.

Years of Experience

Set Skills

None

Get All Skills To A Specific Level: None

Select Appropriate Skill Levels

More than 5
years

Advise on direct budget preparation

Analyze or resolve operational problems

Assign or prepare work schedules, duties, tasks, or responsibilities

Compile or maintain records

Explain basic office procedures and equipment.

Expand, ease off, or
Maintain a filing system

Plan and coordinate conferences or events.

ajudando a desenvolver a sua carreira.

Read and answer correspondences

Return to the previous page

Supervise and

Use AS-400

Use database software

Use Excel software

Use Lotus 123 software

Use Microsoft Access

. Use Micros

Use OS/2

Use Paradox software

Use Quark software

Use Quattro Pro software

Use Quicken software

Use spreadsheet PC software

Use Windows 3.11

56 *Winnipeg* 95

File: 47701-08

Use WordPerfect 6.0

Use WordPerfect 6.1

036 WordNet 0.1

Use WordNet 7.0

Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

[End Local Office Help](#)
[Top Level](#) | [Up One Level](#) | [Search Skills](#) | [Skills Profile](#) | [Print](#)

Administrative Assistants

Provide administrative support aiding executive in staff capacity by coordinating office services such as personnel, budget preparation, record control etc.

Office and Administrative Support Occupations >> Secretaries and Administrative Assistants >> Administrative Assistants

Please select the appropriate experience level for each skill below. If a skill does not apply leave the value as 'None'. You may also use the 'Set Skills' button to set every skill on the page to the value shown.

Years of Experience

Set All Skills To A Specific Level: **None**

Set Skills

Select Appropriate Skill Levels

	None	Less than 1 year	1 - 3 years	3 - 5 years	More than 5 years
Advise or direct budget preparation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Analyze or resolve operational problems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assign or prepare work schedules, duties, tasks, or responsibilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Compile or maintain records	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Explain basic office procedures and equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintain a filing system	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Plan and coordinate conferences or events	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Read and answer correspondence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recommend measures to improve efficiency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supervise or coordinate personnel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use AS-400	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use database software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use Excel software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use Lotus 123 software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use Microsoft Access	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use Microsoft Office software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use OS/2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use Paradox software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use Quark software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use Quattro Pro software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use Quicken software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use spreadsheet PC software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use Windows 3.1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use Windows 95	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use Windows 98	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use WordPerfect 6.0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use WordPerfect 6.1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use WordPerfect 7.0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Document Done

Novell-derived Application

Control Panel

List Hierarchy and Skills

Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

[\[Logoff\]](#) [\[Home\]](#) [\[Find Local Office\]](#) [\[Help\]](#)
[\[Job Order List\]](#) [\[Qualified Candidate List\]](#)
[\[Refresh\]](#) [\[Save\]](#)

Recruiting Actions List

9 items found

Page 1 of 1

Job Order ID: 3000208 Status: Posted Employer: Jobs 'R' Us

Recruiting Results

Job Seeker ID	Job Seeker Name	Source	Action Taken	Action Date	Updated By	Date
118549	Stephe Daniels	Employer	Yes	07/11/2000 Recruiting Outcome:		
156378	<withheld>	Employer	Yes	07/11/2000 Recruiting Outcome:		
11974	Eva E Banegas	Employer	Yes	06/14/2000 Recruiting Outcome:		
8230	Sanfor Hoewitz	Employer	Yes	06/14/2000 Recruiting Outcome:		
121841	<withheld>	Employer	No	06/14/2000 Recruiting Outcome:		
52152	<withheld>	Employer	No	06/14/2000		
157498	<withheld>	Employer	No	06/14/2000		
162804	<withheld>	Employer	No	06/14/2000		
65612	<withheld>	Employer	No	06/14/2000		

[\[Refresh\]](#) [\[Save\]](#)

Matching/Required - Used in Matching Job Seekers and Job Orders

Required - This information must be entered

Confidential - This information is kept secure and confidential

Help Book - Provides field level help

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Staff Menu

System Administration Functions

- List Employer Registration Requests
- Add Employer Contact
- Search BFS Employers
- Search ISM Employers
- Search ISM Users
- Add ISM User

Staff Functions for Servicing Employers

- Search Job Orders

Staff Functions for Servicing Job Seekers

- Search Job Seekers

Other Staff Functions

- Print Skill Selection Sheet for a Job Seeker
- Change Password

- Edit Logout Message
- Find Skills
- Add Skills
- Search Hierarchy
- Display Hierarchy List
- Add Hierarchy Item

- Search Employer Contacts

- Register New Job Seeker

- Print Skill Selection Sheet for an Employer Contact



Matching/Required - Used in Matching Job Seekers and Job Orders

- Required - This information must be entered

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WORKFORCE DEVELOPMENT SYSTEM

[\[Logout\]](#) [\[Home\]](#) [\[Find Local Office\]](#) [\[Help\]](#)
[\[Job Order List\]](#) [\[Search Job Orders\]](#) [\[Preview Job Order\]](#) [\[Qualified Candidate List\]](#) [\[Recruiting Action List\]](#)
[\[Cancel\]](#) [\[Save and Re-Post\]](#)

Job Info: [Workspace Info](#) [Contact Info](#) [Skills Profile](#) [Staff Only](#)

Job Order ID: 469

Status: Posted

Employer: TCI-Cable Partners of St. Louis LP

Owner (User Name):

Prior to Use, Consult Policy and Procedures Section 4333

Special Programs

- ☐ DOC 7-B
☐ MANG
☐ TANF
☐ WOTC

- ☐ HTF
☐ NAFS
☐ Title I

- ☐ International Registry
☐ Sr. Comm. Svc Eplymnt Pgm
☐ Title II

This Job Order is:

Affirmative Action? ☐ Yes ☒ No**Communications**

- ☒ Do not send the employer IMMEDIATE communications concerning matching candidates?

Notes (on job order or employer contact)

[Return To Top](#)[Post Job Order](#)

- ☒ * Matching/Required - Used In Matching Job Seekers and Job Orders
Required - This information must be entered

- ☒ Confidential - This information is kept secure and confidential
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[\[Logout\]](#) [\[Home\]](#) [\[Find Local Office\]](#) [\[Help\]](#)

[\[Search\]](#)

Search Job Orders

Please enter your search criteria. The resulting Job Order list matching your search criteria will then be displayed. All fields that have a "+" next to them will allow multiple entries separated by a comma (eg. 13, 14, 15)

+ Job Order ID:	<input type="text"/>	Status:	<input type="text"/>
Worksite City:	<input type="text"/>	Worksite State:	<input type="text" value="Illinois"/>
+ County Code:	<input type="text"/>	+ Worksite Zip Code:	<input type="text"/>
Created By:	<input type="text"/>	SOC Code:	<input type="text"/>
Office:	<input type="text"/>	Partner:	<input type="text"/>
Special Program:	<input type="text"/>		
Created Between:	<input type="text"/> -And- <input type="text"/>		

(eg. 01/05/01-09/08)

[\[Search\]](#)

Matching/Required - Used in Matching Job Seekers and Job Orders

* Required - This information must be entered

Confidential - This information is kept secret
Help Book - Provides field level help

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Search Job Seekers

Please enter your search criteria in one or more of the search fields, then click on the [Search](#) button above. The resulting Job Seeker List matching your search criteria will then be displayed. All fields that have a (*) next to them allow multiple entries separated by a comma (e.g. 13, 14, 15).

SSN#:	<input type="text"/>	Age Range:	<input type="text"/> to <input type="text"/>
Last Name:	<input type="text"/>	First Name:	<input type="text"/>
Gender:	<input type="text"/>	+User Names:	<input type="text"/>
City:	<input type="text"/>	+County Code:	<input type="text"/>
State:	<input type="text"/>	+Zip Code:	<input type="text"/>
Phone:	<input type="text"/>	Status:	<input type="text"/>
Last Updated By:	<input type="text"/>	Created By:	<input type="text"/>
Case Manager:	<input type="text"/>	+SOC Code:	<input type="text"/>
Vet Status:	<input type="text"/>	Region:	<input type="text"/>
Office:	<input type="text"/>		Central Metro North Metro South Northern Northwest Southern
Partner:	<input type="text"/>		
Special Program:	<input type="text"/>		
Has not received:	<input type="text"/>		
Registration Range:	<input type="text"/> since <input type="text"/>		
	<input type="text"/> to <input type="text"/>		

[Return To Top](#)[\[Search\]](#)

☐ Matching/Required - Used in Matching Job Seekers and Job Orders
☐ Required - This information must be entered

☐ Confidential - This information is kept secure and confidential
☐ Help Book - Provides field level help

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Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

[Logout] [Home] [Find Local Office] [Help]
[Save & Add Another Service] [Save & Return to Previous Page] [Cancel & Return to Previous Page]

Add a Service for an Employer Contact

Enter the necessary fields. Fields with an asterisk (*) are required fields. When finished click 'Save and Return to Previous Page' to save the new service. If you would like to add another service for this employer contact, click 'Save and Add another Service' in order to stay on this screen. If you do not want to add the current service click 'Cancel and Return to Previous Page'.

Employer Contact: John Walsworth
Staff Member: Andy Asutler
IETC Partner: IDES
IETC: 0055

* Service Date: 07/21/2000

* Type of Service:
Comments:

[Save & Add Another Service] [Save & Return to Previous Page]

☐ Matching/Required - Used in Matching Job Seekers and Job Orders

* Required - This information must be entered

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Apprenticeship Program
Bonding Program
Career Infonet, Americas Talent Bank, Americas Job Bank
Customized Training
EDWAAWARN Meetings
Field Visits
Labor Market Information (LMI)
Mandatory Posters
Media Request
Occupational Assessment
Onsite Employer Contact
Referral to Other Workforce/Economic Development Agencies
Referrals to Other Governmental Agencies
Revenue Account Information
Speaker Services
Specialized Recruitment
Tax Credit Programs
Technical Assistance

Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

[Logout] [Home] [Find Local Office] [Help]
 [Preview Registration]
 [Cancel] [Save Match Me to Jobs] [Save Don't Match Me to Jobs]

General Info : Work Pref : Work History : Education : Skills Profile : Staff Only

Please fill in all required fields denoted by either an asterisk (*) or a puzzle piece icon.

Transportation Information

☐ I am willing to travel within miles of the zip code.

Work Information

(check all boxes that apply)

- ☒ 1 - 10
- ☐ 11 - 20
- ☐ 21 - 30
- ☒ 31 - 40
- ☐ 41 - 50
- ☐ 51 - 60
- ☐ 61 - 70
- ☐ 71 - 80
- ☐ 81 - 90
- ☐ 91 - 100
- ☐ No Limit

work are you seeking? ☒ On-Going
 work are you seeking? ☒ Full Time
 are you available to work? ☒ Days
☐ Rotating

☐ Temporary
☐ Part Time
☐ Evenings
☐ Split

Per Hour

☐ Nights

jobs that pay less than:

Continue

[Return To Top](#)

☐ Matching Required - Used in Matching Job Seekers and Job Orders

☐ Required - This information must be entered

☐ Confidential - This information is kept secure and confidential

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Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

(Logout) (Home) (End Local Office) (Help)
 (Return to Job Order List) (Job Order List) (Return to Job Order)
 (Refresh) (Next Page) (Select All) (Refer Selected Candidates)

Qualified Candidate List

Page 1 of 4

98 qualified candidates found

Id	Nice Skills	Date Viewed	Date Matched	Rank
156378	0	07/06/2000	06/15/2000	3
12307	0	06/16/2000	06/15/2000	4
164052	0	06/16/2000	06/15/2000	4
4106	0	06/16/2000	06/15/2000	
98187	0	06/16/2000	06/15/2000	
121199	0	06/16/2000	06/15/2000	
82116	0	06/16/2000	06/15/2000	
118549	0	06/16/2000	06/15/2000	
14285	0	06/16/2000	06/15/2000	
99622	0	06/16/2000	06/15/2000	
92644	0	06/16/2000	06/15/2000	
114861	0	06/16/2000	06/15/2000	
118552	0	06/16/2000	06/15/2000	
101135	0	06/16/2000	06/15/2000	
162069	0	06/16/2000	06/15/2000	
35725	0	06/16/2000	06/15/2000	
138349	0	06/16/2000	06/15/2000	
40245	0	06/16/2000	06/15/2000	
3286	0	06/16/2000	06/15/2000	
132325	0	06/16/2000	06/15/2000	
96567	0	06/16/2000	06/15/2000	
164146	0	06/16/2000	06/15/2000	
74084	0	06/16/2000	06/15/2000	
101101	0	06/16/2000	06/15/2000	
14178	0	07/06/2000	06/15/2000	

(Refresh) (Next Page) (Select All) (Refer Selected Candidates)

Confidential - This information is kept secure and confidential
 Help Book - Provides field level help

Matching/Required - Used in Matching Job Seekers and Job Orders
 Required - This information must be entered

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FIGURE 37

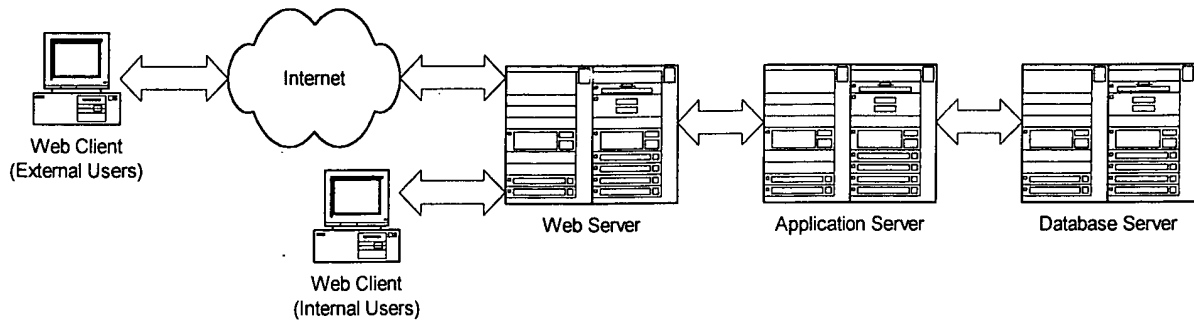


Figure 38

40742010301000

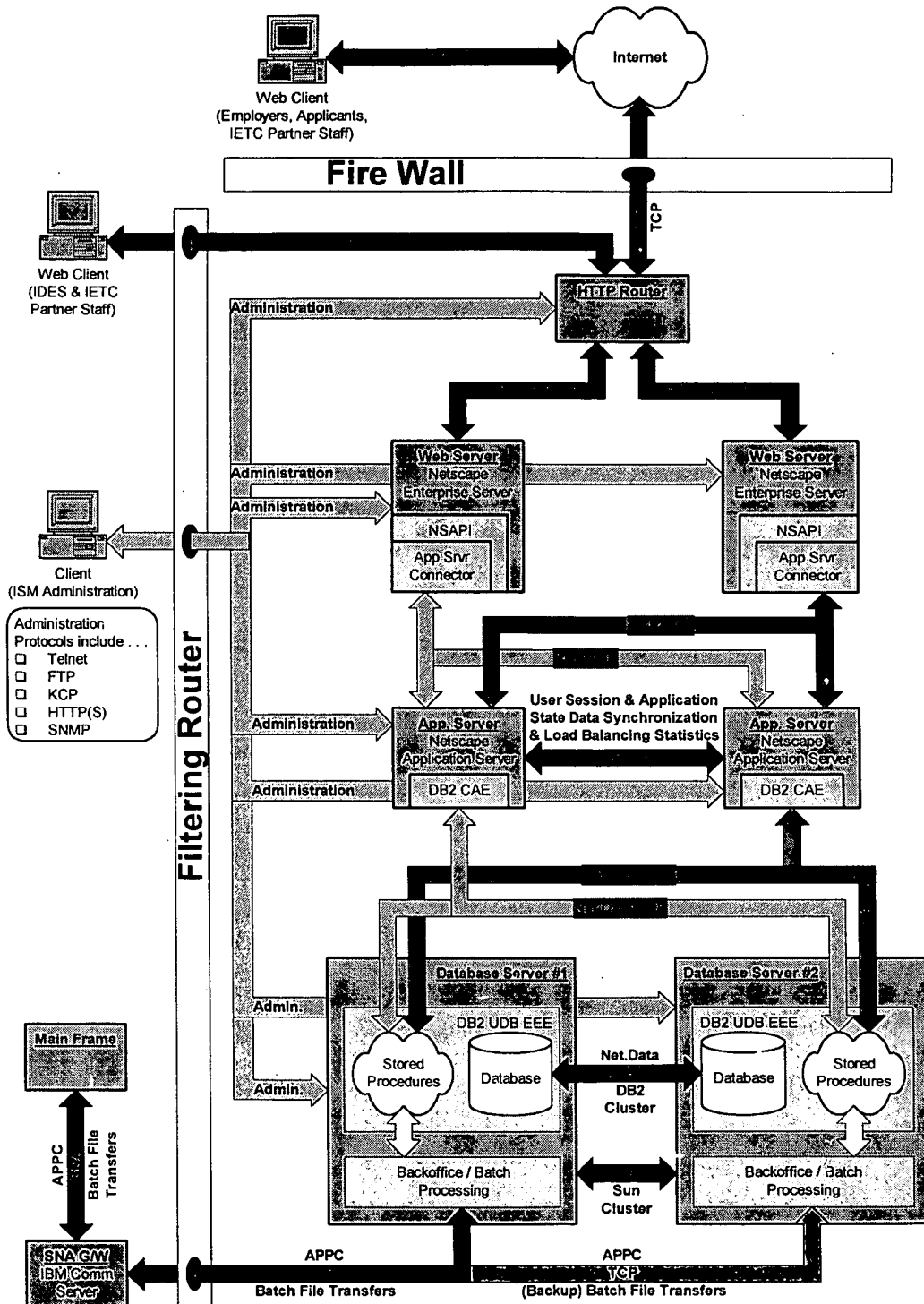


Figure 39

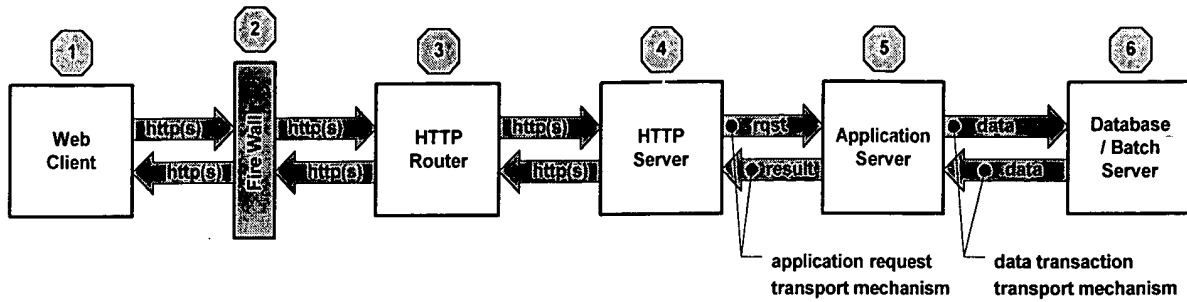


Figure 40

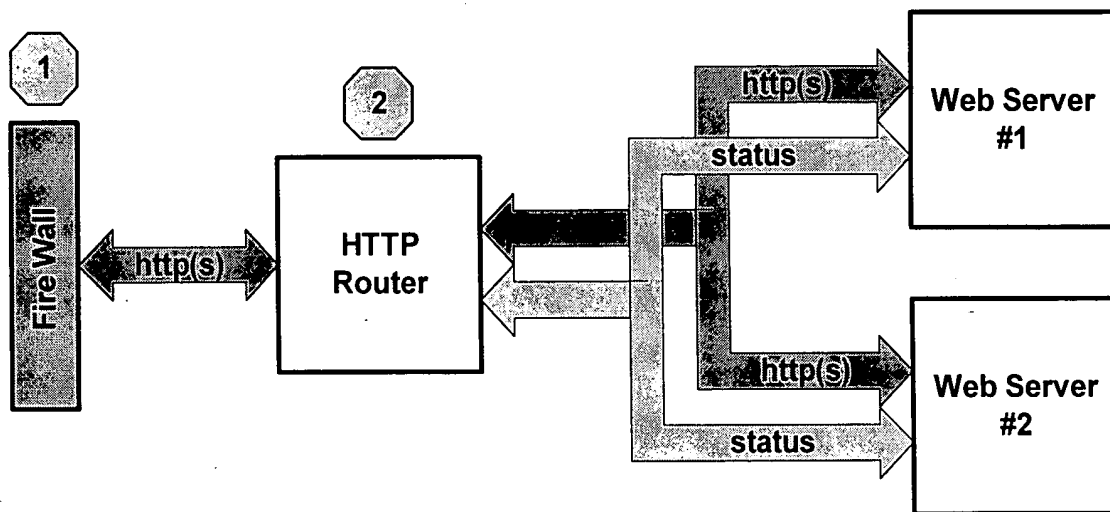


Figure 41

TOP SECRET

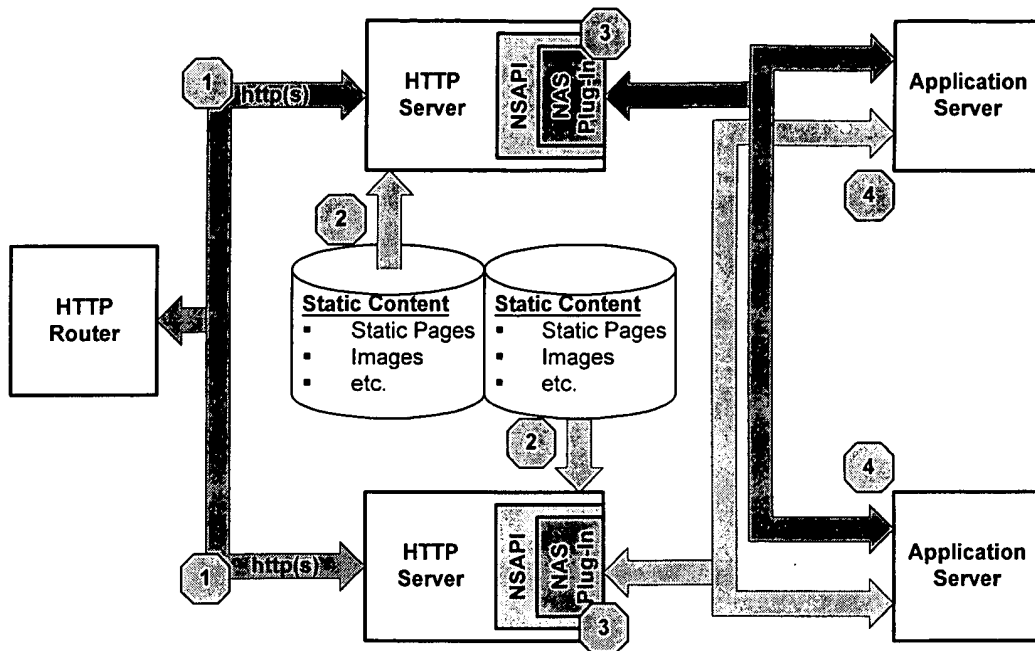


Figure 42

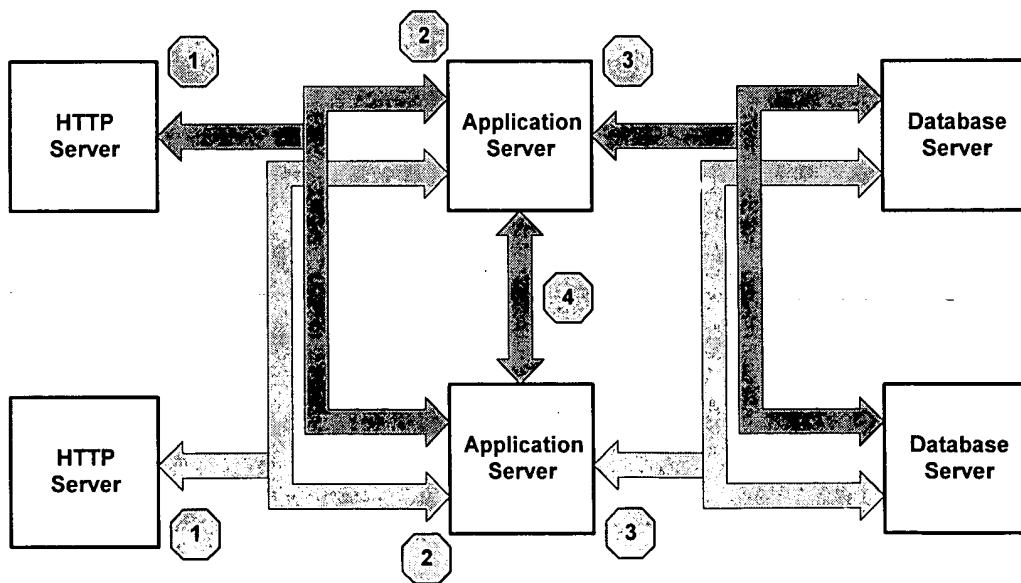


Figure 43

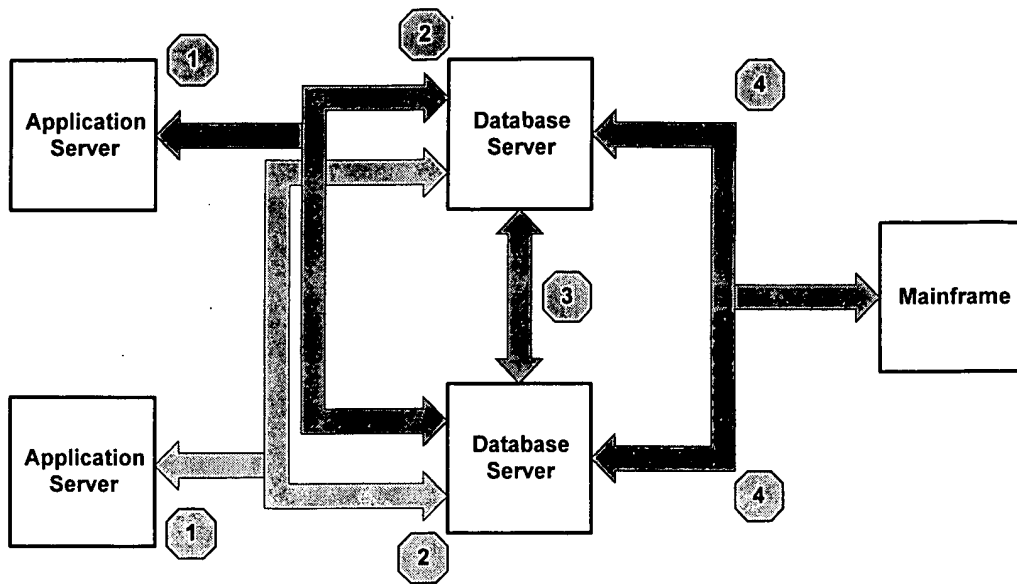


Figure 44

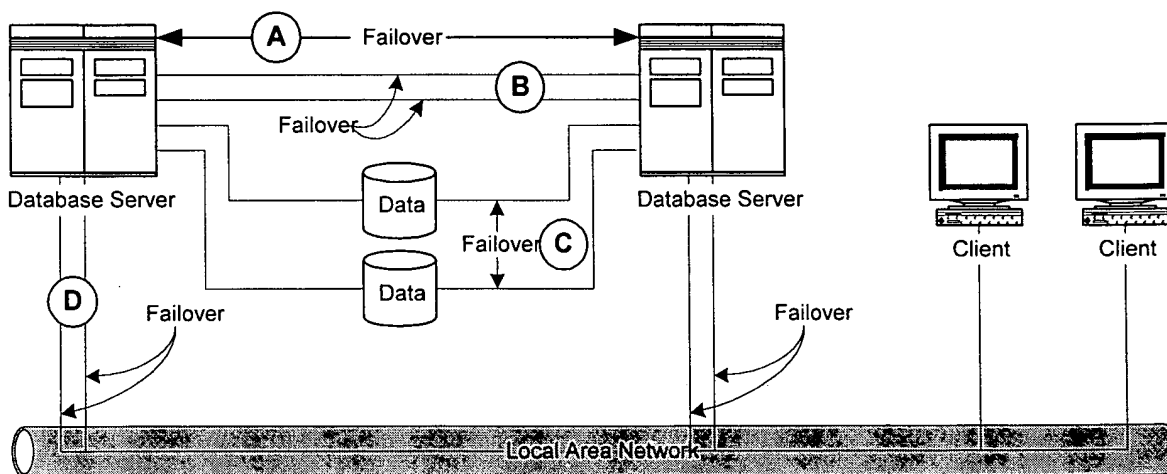


Figure 45

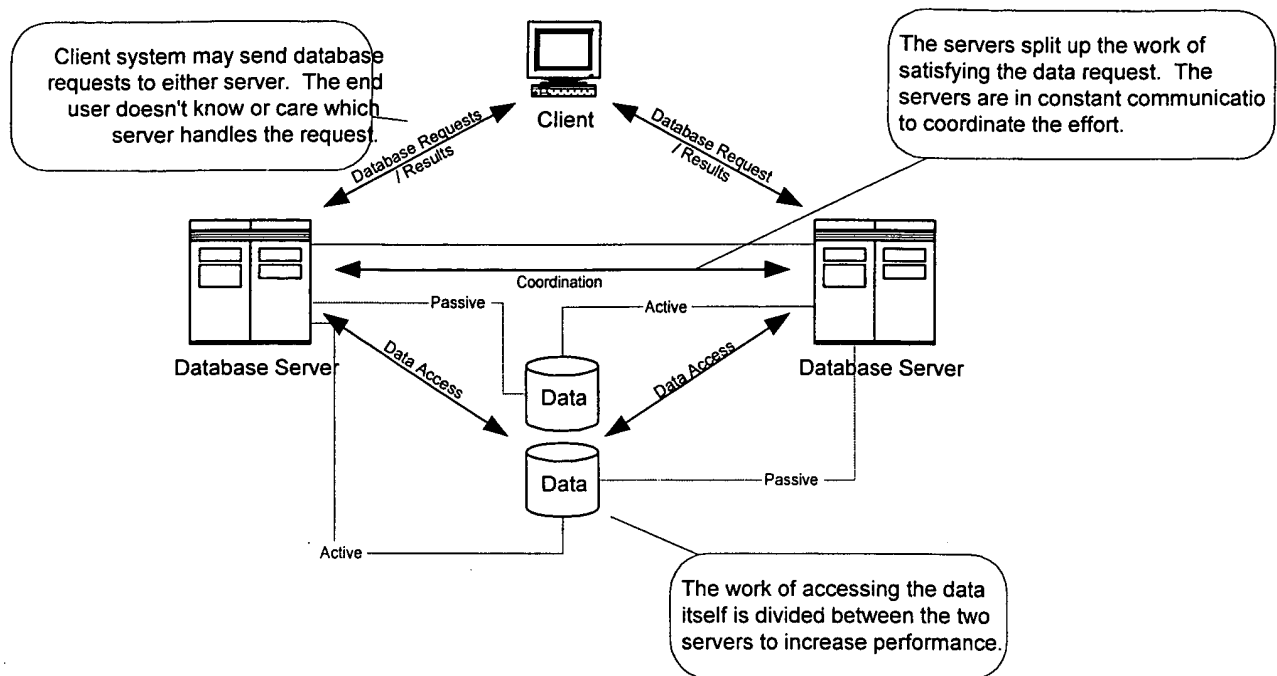


Figure 46

[illegible]

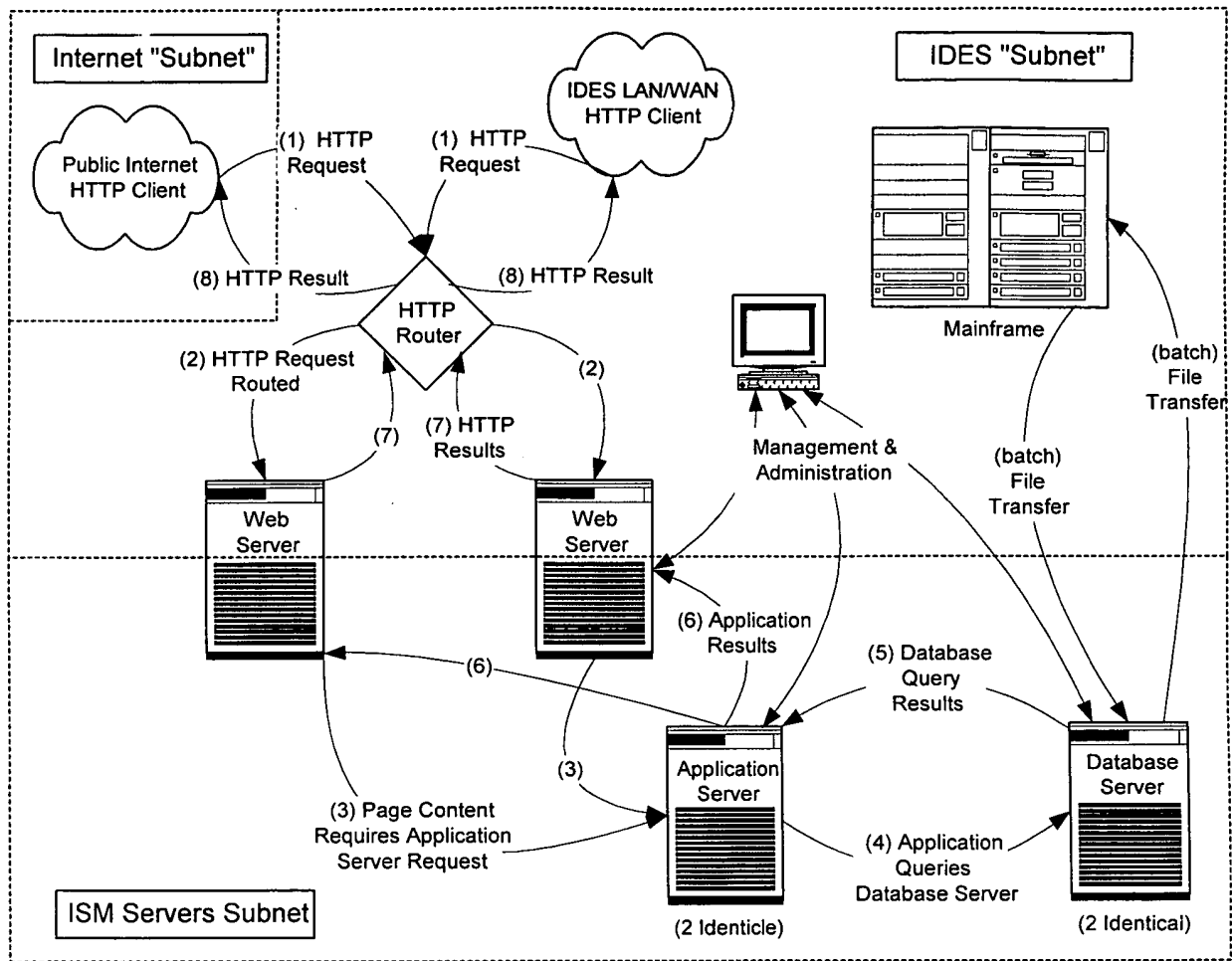


Figure 47

2025 RELEASE UNDER E.O. 14176

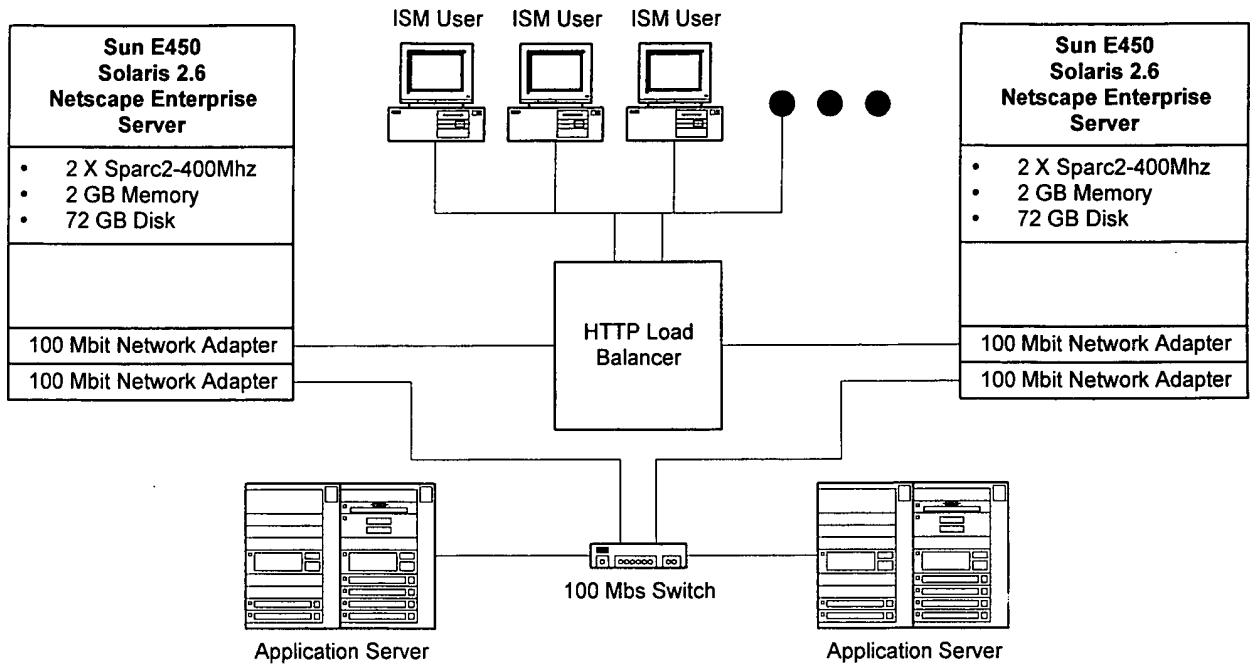


Figure 48

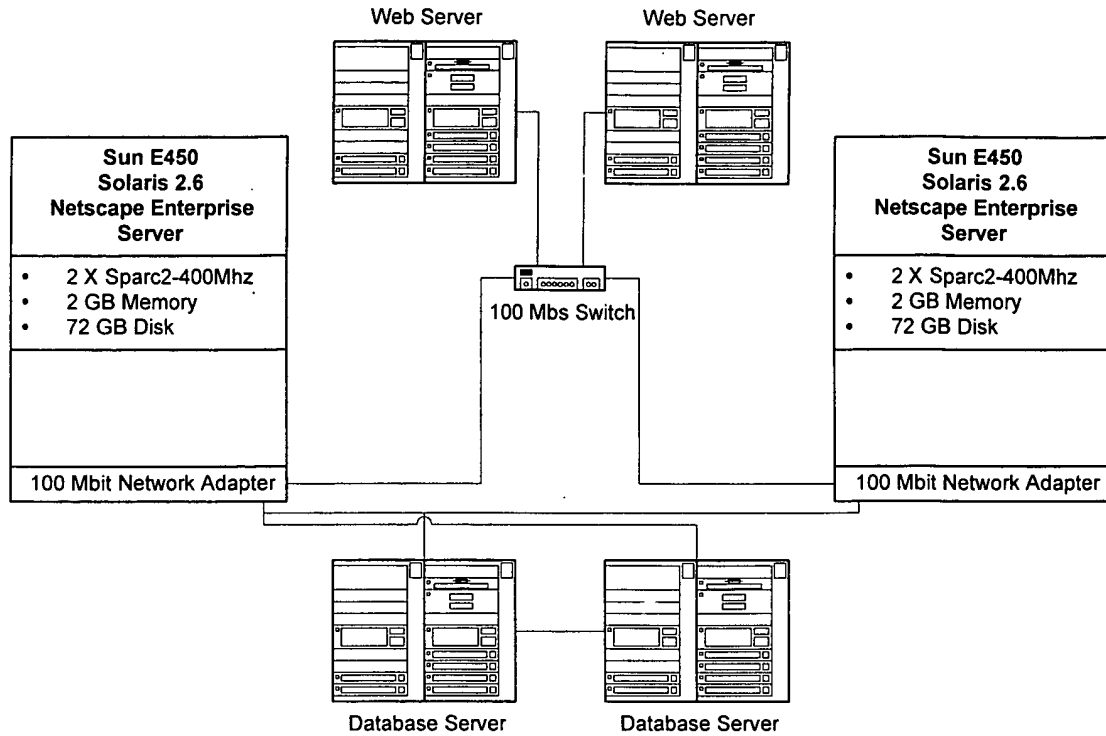


Figure 49

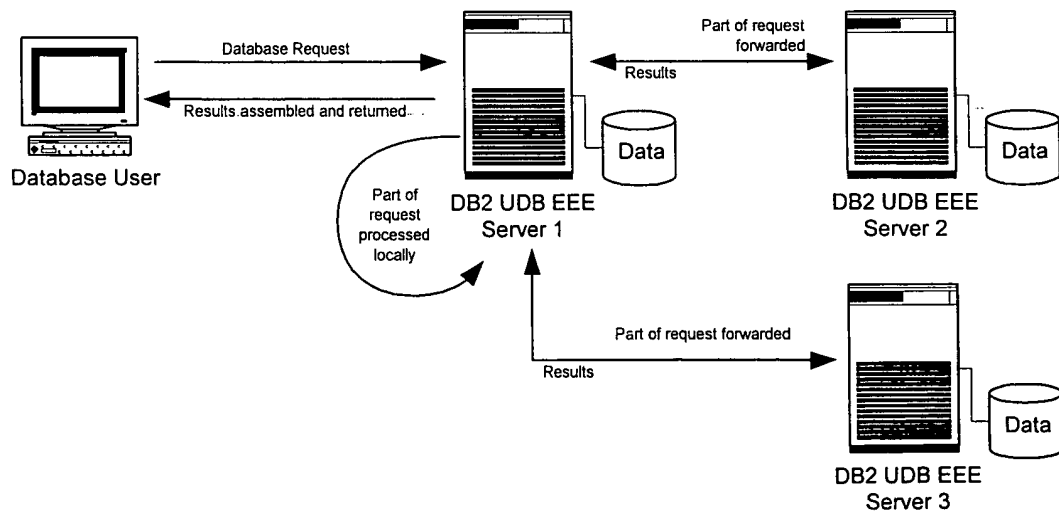


Figure 50

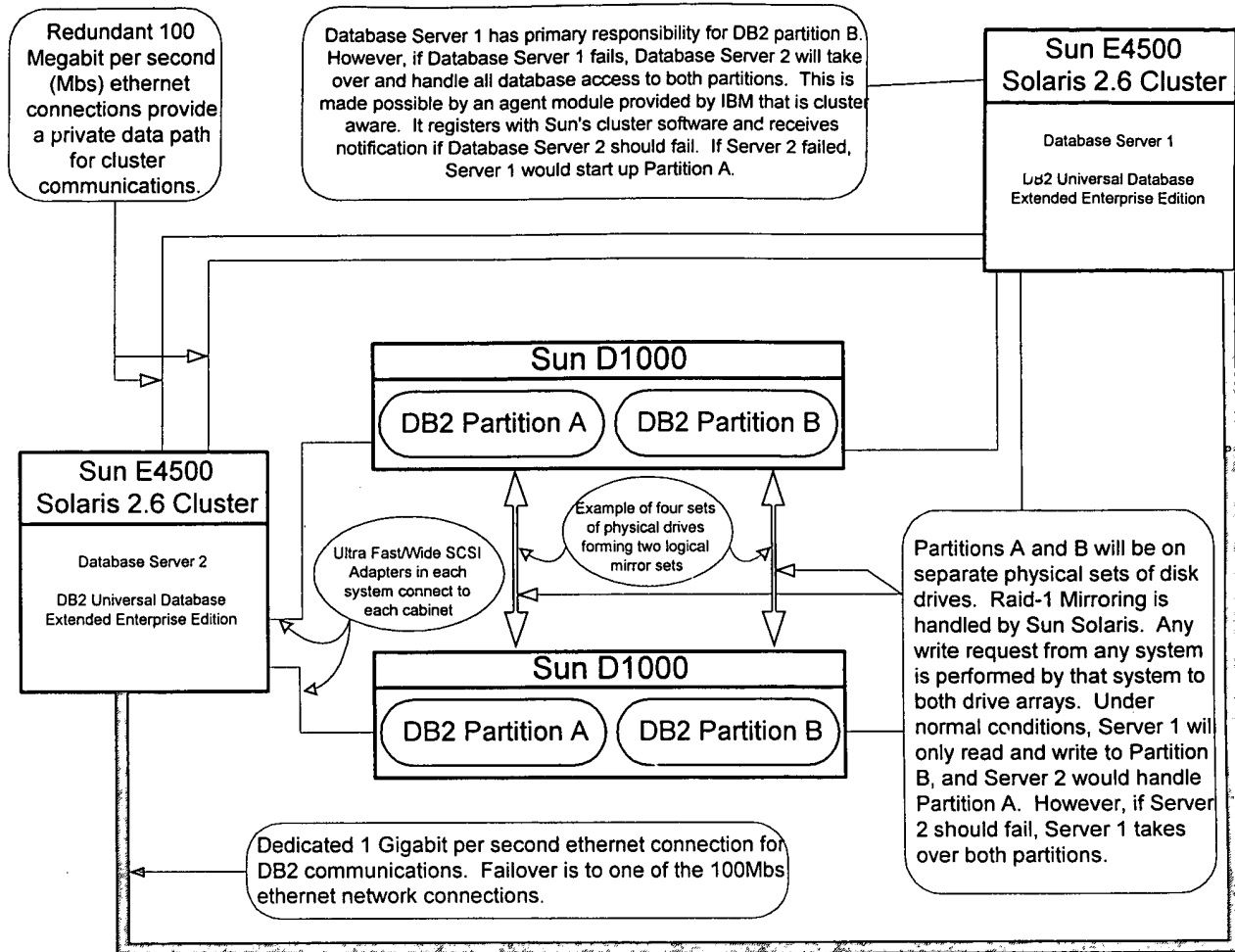


Figure 51

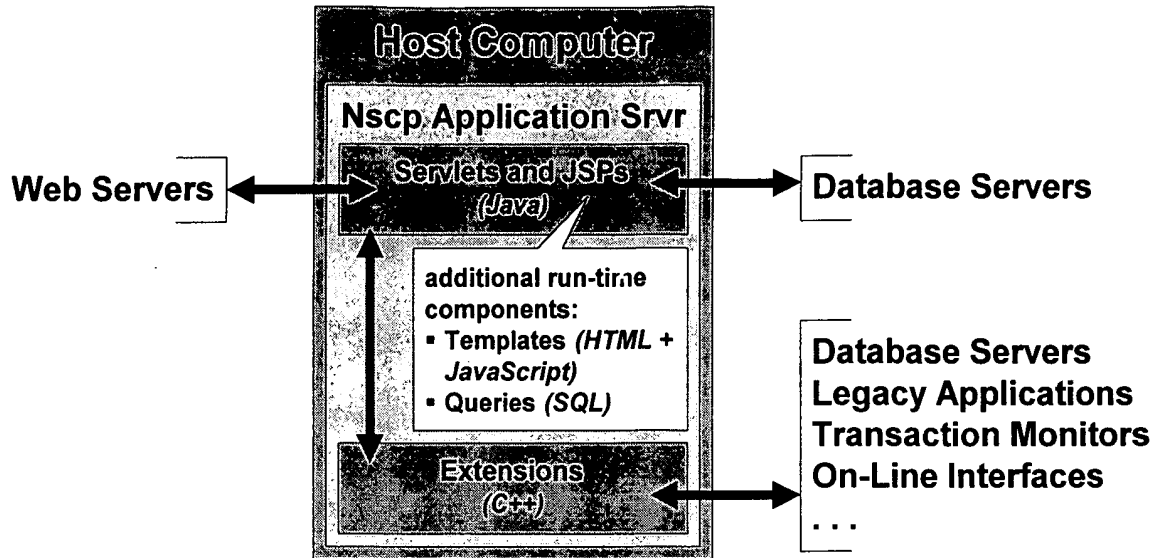


Figure 52

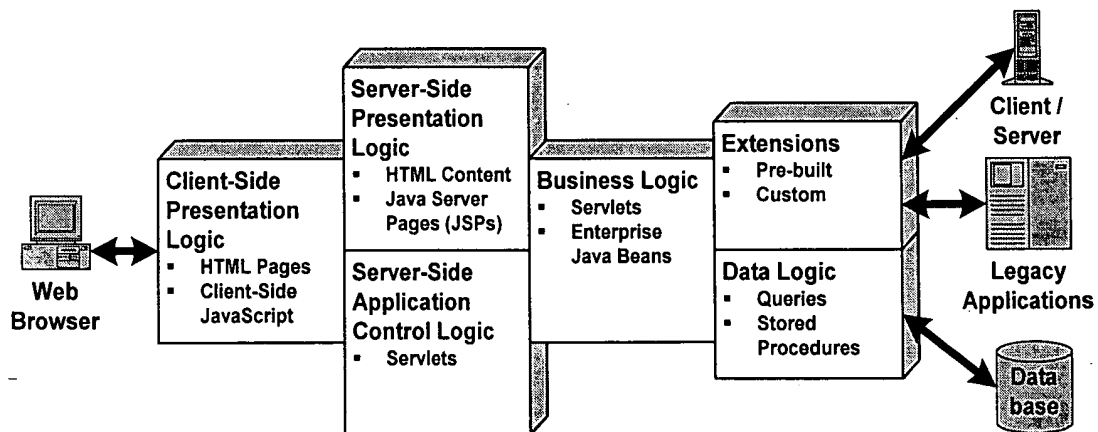


Figure 53

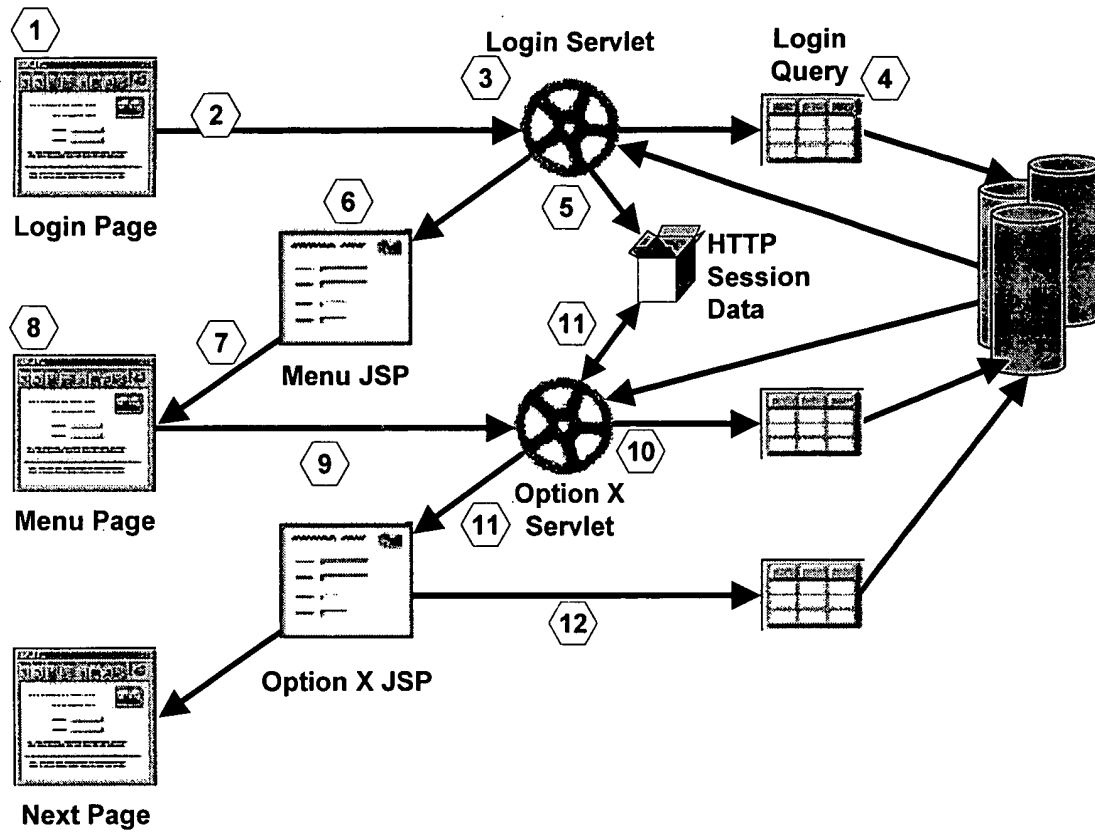


Figure 54

TOP SECRET

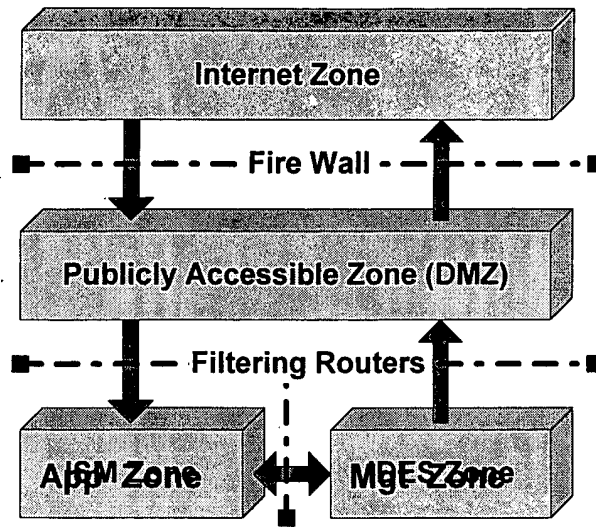


Figure 55

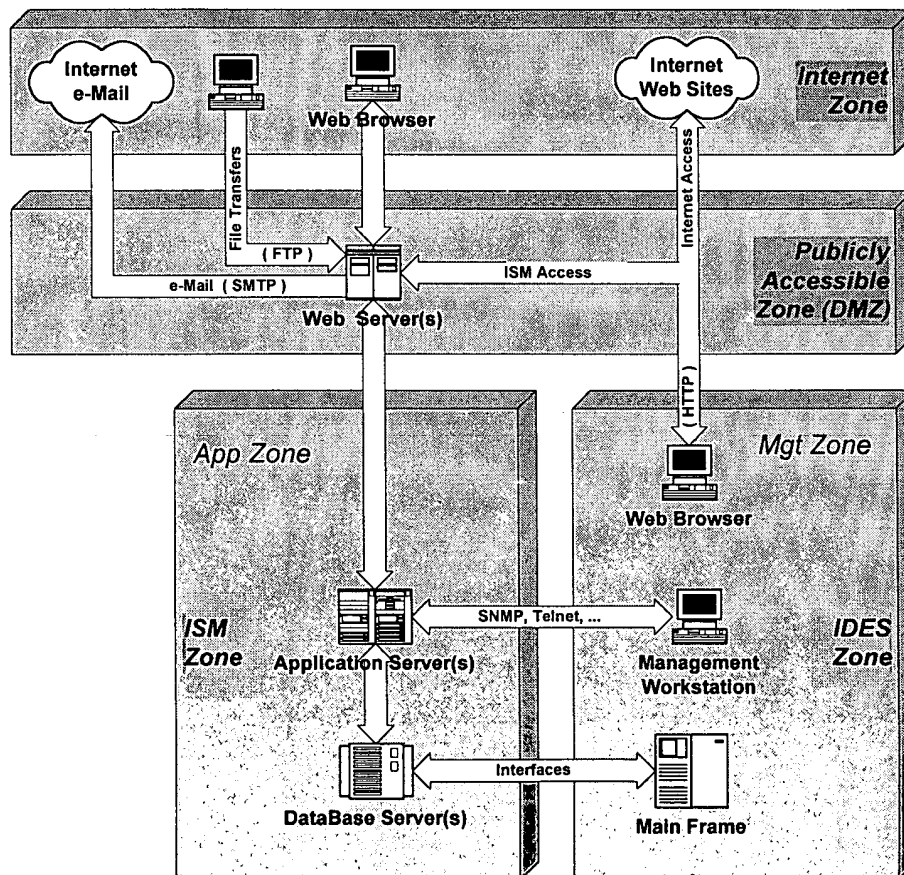


Figure 56

Figure 55 and Figure 56

Diagram illustrating the data model for the "NEW HIRE" system, showing various entities and their relationships.

Entities and Attributes:

- EMPLOYEE**
 - EMPLOYEE ID (PK)
 - EMPLOYEE NAME
 - EMPLOYEE ADDRESS
 - EMPLOYEE CITY
 - EMPLOYEE STATE
 - EMPLOYEE ZIP
 - EMPLOYEE PHONE
 - EMPLOYEE FAX
 - EMPLOYEE EMAIL
 - EMPLOYEE STATUS
- COMP EMP**
 - COMP EMP ID (PK)
 - COMP EMP NAME
 - COMP EMP ADDRESS
 - COMP EMP CITY
 - COMP EMP STATE
 - COMP EMP ZIP
 - COMP EMP PHONE
 - COMP EMP FAX
 - COMP EMP EMAIL
 - COMP EMP STATUS
- EMP CONTACT**
 - EMP CONTACT ID (PK)
 - EMP CONTACT NAME
 - EMP CONTACT ADDRESS
 - EMP CONTACT CITY
 - EMP CONTACT STATE
 - EMP CONTACT ZIP
 - EMP CONTACT PHONE
 - EMP CONTACT FAX
 - EMP CONTACT EMAIL
 - EMP CONTACT STATUS
- EMPLOYEE HISTORY**
 - EMPLOYEE HISTORY ID (PK)
 - EMPLOYEE HISTORY NAME
 - EMPLOYEE HISTORY ADDRESS
 - EMPLOYEE HISTORY CITY
 - EMPLOYEE HISTORY STATE
 - EMPLOYEE HISTORY ZIP
 - EMPLOYEE HISTORY PHONE
 - EMPLOYEE HISTORY FAX
 - EMPLOYEE HISTORY EMAIL
 - EMPLOYEE HISTORY STATUS
- EMPLOYEE STATUS**
 - EMPLOYEE STATUS ID (PK)
 - EMPLOYEE STATUS NAME
 - EMPLOYEE STATUS ADDRESS
 - EMPLOYEE STATUS CITY
 - EMPLOYEE STATUS STATE
 - EMPLOYEE STATUS ZIP
 - EMPLOYEE STATUS PHONE
 - EMPLOYEE STATUS FAX
 - EMPLOYEE STATUS EMAIL
 - EMPLOYEE STATUS STATUS
- EMPLOYEE STATUS HISTORY**
 - EMPLOYEE STATUS HISTORY ID (PK)
 - EMPLOYEE STATUS HISTORY NAME
 - EMPLOYEE STATUS HISTORY ADDRESS
 - EMPLOYEE STATUS HISTORY CITY
 - EMPLOYEE STATUS HISTORY STATE
 - EMPLOYEE STATUS HISTORY ZIP
 - EMPLOYEE STATUS HISTORY PHONE
 - EMPLOYEE STATUS HISTORY FAX
 - EMPLOYEE STATUS HISTORY EMAIL
 - EMPLOYEE STATUS HISTORY STATUS
- EMPLOYEE STATUS HISTORY**
 - EMPLOYEE STATUS HISTORY ID (PK)
 - EMPLOYEE STATUS HISTORY NAME
 - EMPLOYEE STATUS HISTORY ADDRESS
 - EMPLOYEE STATUS HISTORY CITY
 - EMPLOYEE STATUS HISTORY STATE
 - EMPLOYEE STATUS HISTORY ZIP
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 - EMPLOYEE STATUS HISTORY FAX
 - EMPLOYEE STATUS HISTORY EMAIL
 - EMPLOYEE STATUS HISTORY STATUS
- EMPLOYEE STATUS HISTORY**
 - EMPLOYEE STATUS HISTORY ID (PK)
 - EMPLOYEE STATUS HISTORY NAME
 - EMPLOYEE STATUS HISTORY ADDRESS
 - EMPLOYEE STATUS HISTORY CITY
 - EMPLOYEE STATUS HISTORY STATE
 - EMPLOYEE STATUS HISTORY ZIP
 - EMPLOYEE STATUS HISTORY PHONE
 - EMPLOYEE STATUS HISTORY FAX
 - EMPLOYEE STATUS HISTORY EMAIL
 - EMPLOYEE STATUS HISTORY STATUS

Relationships:

- EMPLOYEE to COMP EMP: 1:M (EMPLOYEE ID to COMP EMP ID)
- EMPLOYEE to EMP CONTACT: 1:M (EMPLOYEE ID to EMP CONTACT ID)
- EMPLOYEE to EMPLOYEE HISTORY: 1:M (EMPLOYEE ID to EMPLOYEE HISTORY ID)
- EMPLOYEE to EMPLOYEE STATUS: 1:M (EMPLOYEE ID to EMPLOYEE STATUS ID)
- EMPLOYEE to EMPLOYEE STATUS HISTORY: 1:M (EMPLOYEE ID to EMPLOYEE STATUS HISTORY ID)
- EMPLOYEE to EMPLOYEE STATUS HISTORY: 1:M (EMPLOYEE ID to EMPLOYEE STATUS HISTORY ID)
- EMPLOYEE to EMPLOYEE STATUS HISTORY: 1:M (EMPLOYEE ID to EMPLOYEE STATUS HISTORY ID)

Other Entities:

- EMPLOYEE STATUS HISTORY**
 - EMPLOYEE STATUS HISTORY ID (PK)
 - EMPLOYEE STATUS HISTORY NAME
 - EMPLOYEE STATUS HISTORY ADDRESS
 - EMPLOYEE STATUS HISTORY CITY
 - EMPLOYEE STATUS HISTORY STATE
 - EMPLOYEE STATUS HISTORY ZIP
 - EMPLOYEE STATUS HISTORY PHONE
 - EMPLOYEE STATUS HISTORY FAX
 - EMPLOYEE STATUS HISTORY EMAIL
 - EMPLOYEE STATUS HISTORY STATUS
- EMPLOYEE STATUS HISTORY**
 - EMPLOYEE STATUS HISTORY ID (PK)
 - EMPLOYEE STATUS HISTORY NAME
 - EMPLOYEE STATUS HISTORY ADDRESS
 - EMPLOYEE STATUS HISTORY CITY
 - EMPLOYEE STATUS HISTORY STATE
 - EMPLOYEE STATUS HISTORY ZIP
 - EMPLOYEE STATUS HISTORY PHONE
 - EMPLOYEE STATUS HISTORY FAX
 - EMPLOYEE STATUS HISTORY EMAIL
 - EMPLOYEE STATUS HISTORY STATUS
- EMPLOYEE STATUS HISTORY**
 - EMPLOYEE STATUS HISTORY ID (PK)
 - EMPLOYEE STATUS HISTORY NAME
 - EMPLOYEE STATUS HISTORY ADDRESS
 - EMPLOYEE STATUS HISTORY CITY
 - EMPLOYEE STATUS HISTORY STATE
 - EMPLOYEE STATUS HISTORY ZIP
 - EMPLOYEE STATUS HISTORY PHONE
 - EMPLOYEE STATUS HISTORY FAX
 - EMPLOYEE STATUS HISTORY EMAIL
 - EMPLOYEE STATUS HISTORY STATUS

Figure 57

[illegible]

Figure 58

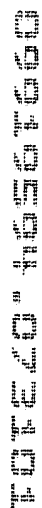


Figure 59

[illegible]

Figure 60